



Administration for Children and Families

Administration on Children, Youth and Families

Basic Center Program

HHS-2012-ACF-ACYF-CY-0303

Application Due Date: 07/09/2012

Basic Center Program
HHS-2012-ACF-ACYF-CY-0303
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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau
Funding Opportunity Title: Basic Center Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-ACYF-CY-0303
CFDA Number: 93.623
Due Date for Applications: **07/09/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) is accepting applications for the Basic Center Program (BCP). The purpose of the BCP is to provide an alternative for runaway and homeless youth who might otherwise end up with law enforcement or in the child welfare, mental health, or juvenile justice systems.

ACYF is committed to facilitating healing and recovery, and promoting the social and emotional well-being of children, youth, and families that have experienced maltreatment, exposure to violence, and/or trauma. This funding announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

The BCP works to establish or strengthen community-based programs that meet the immediate needs of runaway and homeless youth and their families. The programs provide youth up to age 18 with emergency shelter, food, clothing, counseling, and referrals for health care. Most basic centers can provide up to 21 days of shelter for a maximum of 20 youth at a time. Basic centers seek to reunite young people with their families, whenever possible, or to locate appropriate alternative safe placements.

I. Funding Opportunity Description

Statutory Authority

Grants for Runaway and Homeless Youth (RHY) Basic Center Programs (BCP) are authorized by the Runaway and Homeless Youth Act, 42 U.S.C. §§ 5701 through 5752, as amended by Pub. L. 110-378 on October 8, 2008. Text of this legislation can be located at:

<http://www.acf.hhs.gov/programs/fysb/content/aboutfysb/rhycomp08.htm>

Description

BACKGROUND

Ensuring the Well-Being of Vulnerable Children and Families

ACYF is committed to facilitating healing and recovery, and promoting the social and emotional well-being of children, youth, and families that have experienced maltreatment, exposure to violence, and/or trauma. This funding opportunity announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

Children, youth, and families that have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning:

- **Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that things will turn out alright. On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead children, youth, and adults to believe that relationships are generally hostile in nature and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions must seek to address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future.
- **Developmental Tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.
- **Coping Strategies:** The methods that children, youth, and families develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. When people have support and appropriate encouragement, they are more likely to overcome healthy stressors and go on to develop lasting positive coping strategies. When people grow up in unsafe, unpredictable environments, they often develop less healthy coping strategies, which can make it difficult for them to adapt to safer, less chaotic situations. Interventions must help children, youth, and families transform maladaptive coping methods into healthier, more productive strategies.
- **Protective Factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children, youth, and families as challenges, risks, and opportunities arise. In particular, each domain impacts the capacity of children, youth, and families to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be central to all interventions with vulnerable children, youth, and families.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children, youth, and families.

ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health consequences of trauma.

ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure positive outcomes for all children, youth, and families.

Every day, an alarming number of youth leave home without parental permission or are forced to leave home. Often, these young people cross State lines. Frequently, they fall victim to sexual exploitation, poor health, and other dangers of street life. Since 1975, BCP has worked to establish or strengthen community-based programs that address the immediate needs of runaway and homeless youth and their families. Basic center projects aim to increase young people's safety, well-being, and self-sufficiency, and to help them build permanent connections with caring adults, with the goal of reuniting them with their families (as appropriate). Youth in crisis receive emergency shelter, counseling, and aftercare services. In addition, projects work to strengthen family relationships, and, in the absence of family reunification, help youth find safe and appropriate alternative living arrangements where they can become independent, self-sufficient, contributing members of society.

Using evidence-based practices derived from the best available research, professional expertise, and input from youth and families, BCP projects focus on boosting "protective factors" for runaway and homeless youth. Protective factors are the positive influences that reduce the effects of stressful life events on young people, increase their ability to make good decisions, and promote the social and emotional competence that will help them thrive now and in the future.

According to the National Research Council in its 2009 report *Preventing Mental, Emotional, and Behavioral Disorders in Young People*, proven protective factors include:

- Physical and psychological safety and security;
- Clear expectations for behavior, as well as increasing opportunities to make decisions, to participate in governance and rule-making, and to take on leadership roles as one matures and gains more expertise;
- Emotional and moral support from supportive adult relationships;
- Opportunities to form connections with peers that support and reinforce healthy behaviors;
- A sense of belonging and personal value;
- Opportunities to develop positive social values and norms;
- Opportunities for skill building and mastery;
- Opportunities to make a contribution to their community and to develop a sense of mattering; and
- Strong links between families, schools, and broader community resources.

In order to build protective factors, basic center staff must build relationships and determine through assessment how to best provide services to runaway, homeless, and street youth, using an array of proven and effective service delivery strategies that are language appropriate, culturally sensitive, and respectful of the complex identities of youth. Projects first address the immediate needs of runaway and homeless youth (food, clothing, shelter, etc.) by intervening directly or providing appropriate referrals. Then they work on improving the behavioral, psychological, and physical health of youth, providing them with employment and educational supports, and either reunifying them with family or finding alternative, safe residential placements.

In Fiscal Year (FY) 2011, \$48 million was allocated for BCP, which funded 115 new projects and 224 continuation projects in their second or third year of operation.

DESCRIPTION

Program Requirements:

The application is a plan for the purposes laid out in Section 312(b) of the RHY Act and grantees will be held accountable for requirements stated in the plan pursuant to Section 386(a)1 of the RHY Act.

A. Positive Youth Development (PYD): According to Section 302(3) of the RHY Act, grantees should develop and implement their programs using a PYD approach. PYD is based on a body of research suggesting that certain protective factors, like those listed in the section above, can help young people succeed and keep them from having problems. PYD is a comprehensive framework outlining the supports all young people need to be successful. Runaway and homeless youth programs that embrace this developmental model provide ongoing and intentional opportunities for young people to participate in meaningful activities. A variety of opportunities, that have real life application, are available for youth to design, implement, and evaluate the types of services they receive to best meet their needs. The program environment is caring and supportive, has high expectations, and offers youth the chance to develop positive relationships and connection with adults, peers, and the larger community. Youth development views young people as resources who have much to offer rather than as problems that need to be treated or fixed.

B. Service Activities:

i. Operations:

Grantees are required to have an operational structure that provides temporary emergency shelter, and individual family and group counseling, as appropriate, to youth under 18 for up to 21 days. The proposed service area must be located in an area demonstrably frequented by or easily reachable by runaway and homeless youth, and accommodate not less than 4 and not more than 20 youth at a time except where the grantee demonstrates that their State or local government has a law or regulation that requires a higher maximum to comply with licensure requirements for child and youth serving facilities. The proposed service area shall have a strong relationship to the culture of care for RHY. The program model must meet the needs of the community and support the projected number of youth to receive services. The staffing plan, including the ratio of staff to youth, must support adequate supervision and treatment. The operations must incorporate evidence-based approaches to runaway and homeless youth and undertake appropriate contracting for required services (as needed).

ii. Program Activities:

Grantees are required to provide services to runaway, homeless, and street youth that increase their safety, well-being, and self-sufficiency, and help them build permanent connections with caring adults. At a minimum, activities should include:

- Contacting runaway, homeless, or street youth through outreach;
- Engaging youth through harm-reduction and trauma-informed approaches that build trusting and meaningful relationships;
- Responding to the needs of youth in crisis, including food, clothing, emergency shelter, treatment, counseling (which includes individual, group, and family counseling, as appropriate), referrals, and individual assessments;
- Contacting parents, other relatives, legal guardians, or other local government officials (child welfare or juvenile justices as appropriate) within 24-72 hours of admission into shelter;
- Responding to the educational needs of youth by informing them of their rights and working with the appropriate McKinney-Vento liaison to ensure their rights are honored. (The McKinney-Vento Homeless Assistance Act is Title X, Part C, of the No Child Left Behind Act. This federal law ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.);
- Helping youth exit the program safely and achieve stable living arrangements by reuniting

- them with their family or connecting them to alternative living arrangements;
- Creating aftercare plans with youth that help foster permanent connections with caring adults; and
- Returning youth that have run away from foster care and correctional institutions.
- Optional Services (if included in the application)
 - Drug Abuse Education and Prevention services must include ongoing training for staff.
 - Home-Based Services, must include counseling, 24-hour crisis intervention, basic life skills, skill building, education advancement, job attainment, mental/physical health care, parenting skills, financial planning, and referrals. Staff must receive ongoing training and appropriate supervision and carry a caseload that enables intensive involvement with the family (approximately 5-20 hours a week).
 - Street-Based Services must include ongoing training and on-street supervision for staff. A back-up personnel plan must be in place.

iii. Access to Shelter:

Grantees must be able to guarantee runaway, homeless, and street youth access to emergency shelter 24-hours a day.

C. Administrative Activities:

i. Training:

Grantees must provide staff with ongoing training on the following topics: aftercare; homelessness and poverty; case management/planning; case documentation; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, and transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug, and chemical dependency awareness; bullying and harassment, and sexual exploitation and prostitution.

ii. Safety Protocol:

Grantees must ensure that there is sufficient supervision that addresses the safety and oversight of the youth accessing residential and non-residential services. Grantees must have policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. Grantees must have procedures established to monitor harassment claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

iii. Supervision:

Grantees must have a supervision plan in place to ensure the safety of staff in the shelter and while conducting in-home prevention activities, if applicable.

iv. Confidentiality:

Grantees must protect the records containing the identity of individual youth and the rights of youth with respect to their confidential and personal information.

v. Quality Improvement:

Grantees must undertake periodic, formal assessments of program services to improve outcomes, specifically in respect to increasing the safety, well-being, and self-sufficiency of runaway, homeless, and street youth, and help them build permanent connections with caring adults.

vi. Emergency Preparedness and Management Plan:

Grantees must have policies and procedures on how the organization will prepare, respond, and recover from disasters. Policies and procedures must include a plan to notify FYSB immediately in the event of a disaster. For guidance on creating an emergency preparedness plan, please see FYSB's *Ready for Anything: A Disaster Planning Manual for Runaway and Homeless Youth Programs* at: <http://ncfy.acf.hhs.gov/tools/publications/ready-for-anything>

vii. Service Linkages: Grantees must create service linkage plans with local community partners that support the safety, well-being, permanent connections, and self-sufficiency of RHY. At a minimum this must include law enforcement, physical and mental health providers, social services, child welfare, juvenile justice, ethnic/multicultural organizations, and school systems.

For more information on requirements specific to this FOA, please reference *Section IV.2, Part I: General Instructions for Preparing a Full Project Description*.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$14,000,000
Expected Number of Awards:	90
Award Ceiling:	\$200,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$155,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

The funds available for new awards and continuations in each State and insular areas are listed in Appendix B, Basic Center Program Fiscal Year 2012 Allocation by State. Funding amounts available for new awards are approximations at the time of publication. Actual amounts available may change due to availability of funds.

Continuation of Project

An initial grant award will be for a 12-month budget period. The award of continuation grants beyond the initial 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the Federal Government.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Public and non-profit agencies or a combination of such entities are eligible for awards under this funding opportunity. They may include:

- State governments;
- County governments;
- City or township governments;
- Special district governments;
- Public and State controlled institutions of higher education;
- Public housing authorities/Indian housing authorities;
- Native American Tribal governments (federally recognized);
- Native American Tribal organizations (other than federally recognized tribal governments);
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education;
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education;
- Private institutions of higher education.

In selecting eligible applicants to receive grants under this FOA, priority will be given to entities that have experience in providing shelter and services to runaway, homeless and street youth as required by the RHY Act.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **section 383 of the RHY Act, 42 U.S.C. § 5716**.

Grantees must provide at least **10** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$200,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$22,222.00**, which is **10** percent of total approved project cost of **\$222,222.00**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

For examples of matching requirements based on specific award amounts, see the Appendix C, Sample Chart of Matching Funding Amounts at the end of this announcement.

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

Non-Federal resources will be evaluated under criteria found in *Section V.I.* of this announcement.

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements,

ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o Lux Consulting Group
Attn: Basic Center Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: fysb@luxcg.com

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.

Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. *Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.*

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.

- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore () may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)

- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format.

Applicants must receive an exemption from ACF in order to submit an application in paper format.

See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are

submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

The application package must include the table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of contracts, and letters of agreement. Page numbering should begin with the Table of Contents as page one.

The application package should include the following and be in the following order:

a. Required Federal Standard Forms/Assurances/Certifications - See below for description.

b. Table of Contents - This section should reference the order of the application sections and provide page numbers. This should be page 1 of the application.

c. One-Page Project Summary/Abstract - The format is provided in The Project Description later in this section.

d. Project Description - The project description is limited to 55 pages and must include the following in this order: Table of Contents; Objectives and Need for Assistance; Outcomes Expected; Approach; Organizational Profiles; Staff and Position Data; and Logic Model. Applicants should title each section accordingly.

e. Budget and Budget Justification - The budget is a line-item format and applicants may consider using a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget should reflect a 12-month budget period. Each category heading within the line-item budget should correspond with the budget categories listed in Section B of the SF-424A (e.g., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Charges).

The budget justification is a narrative that provides a rationale for the items requested and how these items relate to the overall success of the project.

f. Appendices - The appendices are limited to 20 pages and must include the following in this order: Organizational Capacity (i.e. organizational charts, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant), and Third-Party Agreements.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.

Technical Assistance

By signing and submitting the application, BCP applicants agree to receive and participate in technical assistance as recommended by Federal staff to ensure quality programming and implementation. Training and technical assistance are free to BCP grantees through the Runaway and Homeless Youth Training and Technical Assistance Centers (RHYTTAC). Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, and an annual grantee conference. More information is available at <http://www.rhyttac.ou.edu>.

Confidentiality

Grantees shall keep adequate statistical records profiling the youth and family members it serves

(including youth who are not referred to out-of-home shelter services), except that records maintained on individual RHY shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual RHY, and reports or other documents based on such statistical records shall not disclose the identity of individual RHY. Moreover, section 384 of the RHY Act, 42 U.S.C. § 5731, requires that records containing the identity of individual youth pursuant to this Act under no circumstances be disclosed or transferred to any individual or to any public or private agency.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Applicants should show how they will meet the basic and immediate needs of runaway and homeless youth; short term shelter services, food, clothing medical assistance when appropriated and individual and group counseling. Applicants should show how prevention services will be offered and how youth will be reunited with their families, whenever possible and appropriate, in an expedient manner with aftercare services continuing to increase the possibility of successful reunification and prevention of future runaway, homeless incidents.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could

be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants must specifically address the following BCP program requirements:

A. Positive Youth Development (PYD): Describe the approach to incorporating PYD into the project and how that approach will build protective factors in the young people served. Some PYD strategies include intergenerational mentoring, peer mentoring, youth leadership and decision-making, volunteerism and service learning, and job preparation and work shadowing.

B. Service Activities:

i. *Operations:*

- Describe how the operational structure of the temporary emergency shelter meets age, length of stay, and capacity requirements.
- Describe how the program model and staffing plan meet the needs of the community and support the projected number of youth to receive services. Applicants must describe what methods were used to determine where runaway, homeless, and street youth are in the service area.
- Describe what evidence-based approaches will be utilized in serving runaway and homeless youth.
- If applicable, describe how contracting will be used to provide required services.
- Describe coordination or service linkages with local agencies that allow runaway and homeless youth to receive services that are important to meeting their needs but are outside the scope of the proposed project.
- If the applicant proposes a project that exclusively serves a specific RHY subpopulation (e.g., single-sex; lesbian, gay, bisexual, transgender, and questioning youth; a particular ethnic group), describe the unique characteristics of the community that require such a project, as well as plans for making referrals or otherwise providing for the needs of RHY who are not in the specific population the applicant will serve.
- Describe outreach strategies that address language appropriateness, cultural sensitivity, and the complex identities of male, female, and transgender youth that are incorporated into the program operations and activities.
- If the applicant proposes a new start up program, provide a work plan (business plan) that includes deadlines for obtaining licensure, hiring and training new staff, securing beds, initiating outreach, and beginning delivery of non-residential services. NOTE: Services must be operational within 6 months of award.

ii. *Program Activities:*

- Describe how runaway, homeless, or street youth will be identified and contacted through outreach.
- Describe how harm-reduction and trauma-informed approaches will be utilized to build trusting and meaningful relationships with youth.
- Describe how the project will respond to the needs of youth in crisis, including food, clothing, emergency shelter, treatment, counseling (which includes individual, group, and family counseling, as appropriate), referrals, and individual assessments.
- Describe the proposed process for contacting parents or legal guardians within 24-72 hours of admission into shelter.
- Describe how the project will respond to the educational needs of youth by informing them of their

- rights and working with the appropriate McKinney-Vento liaison to ensure their rights are honored.
- Describe how the project will help youth exit the program safely and achieve stable living arrangements by reuniting them with their family or connecting them to alternative living arrangements.
- Describe the process for creating aftercare plans with youth that help foster permanent connections with caring adults.
- Describe the plan for reconnecting youth that have run away from foster care and correctional institutions, as appropriate.
- If applicable, describe the approach to the optional Street-Based Services, including providing ongoing training and on-street supervision for staff as well as a back-up personnel plan.
- If applicable, describe the approach to optional Home-Based Services, including the provision of counseling, 24-hour crisis intervention, basic life skills, skill building, education advancement, job attainment, mental/physical health care, parenting skills, financial planning, and referrals. The approach must include a plan for staff to receive ongoing training and appropriate supervision, and carry a caseload that enables intensive involvement with the family (approximately 5-20 hours a week).
- If applicable, describe the approach to the optional Drug Abuse Education and Prevention Services, including a plan for the ongoing training for staff.

iii. *Access to Shelter:*

- Describe how the project will guarantee runaway, homeless, and street youth access to emergency shelter 24-hours a day.

C. Administrative Activities:

- i. *Training:* Describe how the project will provide staff with initial and ongoing training on the following topics: aftercare; homelessness and poverty; case management/planning; case documentation; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma-informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, and transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug, and chemical dependency awareness; harassment and bullying; and sexual exploitation and prostitution.
- ii. *Safety Protocol:* Describe how the project will ensure that there is sufficient supervision to address the safety and oversight of the youth accessing residential and non-residential services and that the project meets State and/or local licensing requirements for staff-to-youth ratio. Describe policies and procedures around bullying and harassment.
- iii. *Supervision:* Describe the project's supervision plan and how it will ensure the safety of staff in the shelter and while conducting in-home prevention activities, if applicable.
- iv. *Confidentiality:* Describe a plan to protect the rights of youth with respect to their confidentiality and personal information.
- v. *Quality Improvement:* Describe the activities or strategies that will be utilized to assess and improve program performance in the areas of safety, well-being, self-sufficiency, and permanent connections. Include information on the methodology and frequency of the data collection and how the methodology and frequency will provide the desired outcomes.
- vi. *Emergency Preparedness and Management Plan:* Describe policies and procedures for addressing the most likely local and national crises that might pose a risk to the health and safety of staff and youth, including a plan for how FYSB will be immediately notified in the event a disaster.
- vii. *Service Linkages:* Describe the service linkages that the program will utilize to support the safety, well-being, permanent connections, and self sufficiency of RHY through community partners.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.

- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See ["What to Expect After Submitting"](#) at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/09/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Construction that is beyond renovation of existing structures is not an allowable activity or expenditure under this grant award. Costs for acquisition and renovation of existing structures may not exceed 15 percent of the grant amount awarded. The costs of acquisition and renovation of existing structures are authorized, but the costs of constructing a new building are not authorized.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

ACYF Operations Center
c/o Lux Consulting Group
Attn: Basic Center Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

ACYF Operations Center
c/o Lux Consulting Group
Attn: Basic Center Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES, OUTCOMES AND NEED FOR ASSISTANCE

Maximum Points: 15

1. The need for the project is well-supported through a thorough depiction of the conditions of youth and families in the proposed service area.
2. The number of runaway, homeless, and street youth in the proposed service area is clearly defined, as is the projected number of youth that will receive services.
3. The applicant clearly describes the methods that will be used to determine where runaway, homeless, and street youth congregate in the proposed service area.

4. Clear and appropriate program goals, consistent with the authorizing RHY legislation and FYSB program requirements, are well-defined and developed.
5. Clear and appropriate program outcomes are identified and developed to show how youth will experience an increased sense of safety, well-being, and self-sufficiency, as well as a greater number of permanent connections as a result of the efforts provided.
6. The links between program elements and outcomes are clearly demonstrated in the applicant's logic model.

APPROACH

Maximum Points: 40

1. The applicant clearly describes an approach to incorporating PYD into the project and how that approach will build protective factors in the young people served.
2. The applicant fully describes an operational structure that meets age, length of stay, and capacity requirements.
3. The applicant clearly describes how the project model meets the needs of the community.
4. The applicant provides a staffing plan that meets the need of the community as described in Appendix A, Glossary of Terms and Definitions.
5. The applicant fully describes the evidence-based approaches that will be utilized in serving runaway and homeless youth.
6. If applicable, the applicant clearly describes how contracting will be used to provide required services.
7. The applicant describes coordination or service linkages with local agencies that allow runaway and homeless youth to receive services that are important to meeting their needs but are outside the scope of the proposed project.
8. If the applicant proposes to serve a specific RHY subpopulation, the applicant clearly describes unique characteristics of the targeted, or special population, it intends to serve.
9. If the applicant proposes to serve a specific RHY subpopulation, the applicant clearly describes plans for making referrals or otherwise providing for the needs of RHY who are not in the specific population the applicant will serve.
10. The applicant describes strategies that address language appropriateness, cultural sensitivity, and the complex identities of male, female, and transgender youth that are incorporated into the program operations and activities.
11. If the applicant proposes to start up a project, the applicant provides a thorough and well-developed business plan with deadlines for obtaining licensure, hiring and training staff, securing beds, initiating outreach, and beginning delivery of services within 6 months of award.
12. The applicant clearly describes how outreach to runaway, homeless, or street youth will be conducted.
13. The applicant describes how harm-reduction and trauma-informed approaches will be utilized in service provision.
14. The applicant describes how the project will respond to the needs of youth in crisis, including food, clothing, emergency shelter, treatment, counseling (which includes individual, group, and family counseling, as appropriate), referrals, and individual assessments.
15. The applicant describes procedures that ensure that parents or legal guardians are contacted within 24-72 hours of a youth being admitted into shelter.
16. The applicant describes how the project will respond to the educational needs of youth by informing them of their rights and working with the appropriate McKinney-Vento liaison to ensure their rights are honored.
17. The applicant describes procedures to help youth exit the program safely and achieve stable living arrangements by reuniting them with their family or connecting them to alternative living arrangements.
18. The applicant describes procedures for creating aftercare plans with youth that help foster

permanent connections with caring adults.

19. The applicant describes procedures for reconnecting youth that have run away from foster care and correctional institutions, as appropriate.
20. The applicant describes how the project will guarantee runaway, homeless, and street youth access to emergency shelter 24-hours a day.
21. If the applicant proposes to conduct optional Street-Based Services, the approach describes how the project will provide ongoing training and on-street supervision for staff as well as a back-up personnel plan.
22. If the applicant proposes to conduct optional Home-Based Services, the applicant describes an approach that includes the provision of counseling, 24-hour crisis intervention, basic life skills, skill building, education advancement, job attainment, mental/physical health care, parenting skills, financial planning, and referrals, as well as a plan for staff to receive ongoing training and appropriate supervision and carry a caseload that enables intensive involvement with the family (approximately 5-20 hours a week).
23. If the applicant proposes to conduct optional Drug Abuse Prevention Services, the approach includes a plan for the ongoing training for staff.
24. The applicant describes procedures for creating intervention strategies that seek to address how children and youth frame what has happened to them in the past and shape their beliefs about the future.
25. The applicant describes procedures for creating intervention strategies that are attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.
26. The applicant describes procedures for creating intervention strategies that help children, youth, and families transform maladaptive coping methods into healthier, more productive strategies.

ORGANIZATIONAL PROFILES I

Maximum Points: 17

1. The applicant clearly demonstrates the organizational capacity necessary to oversee Federal grants through a description of the organization's fiscal controls or procedures and an explanation of the organization's governing structure.
2. The applicant demonstrates that the organization is in compliance with State and local licensing requirements to operate the proposed shelter model (group home shelter and/or host homes). If the agency is exempt from State and local licensing, the applicant explains why the agency is exempt.
3. If proposing to contract for required services, the applicant clearly describes the role of the subcontractor and the contract monitoring and performance surveillance that will be utilized to ensure project goals and objectives are being met.
4. The applicant describes the organization's expertise and previous accomplishments in working with runaway, homeless, or street youth.
5. If the agency receives funds from ACF for services that support youth, other than those applied for in this application, the applicant demonstrates how the multiple funding streams will be used to improve the continuum of care for RHY populations.
6. The applicant provides the annual operating budget of the organization and lists the funding sources that will support the basic center project.
7. The applicant describes the organization's policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin.
8. The applicant describes procedures established to monitor harassment claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

9. The applicant describes policies and procedures that protect the rights of youth with respect to their confidentiality and personal information.
10. The applicant describes the activities or strategies that will be utilized to assess and improve project performance in the areas of safety, well-being, self-sufficiency, and permanent connections, including the methodology and frequency of the data collection and how the methodology and frequency will provide the desired outcomes.
11. The applicant describes policies and procedures for addressing the most likely local and national crises that might pose a risk to the health and safety of staff and youth.
12. Disaster policies and procedures include a plan for how FYSB will be immediately notified in the event of a disaster.

ORGANIZATIONAL PROFILES II

Maximum Points: 3

1. The applicant sufficiently demonstrates and substantiates how they have experience and previous accomplishments in providing shelter and services to runaway, homeless and street youth.

STAFF AND POSITION DATA

Maximum Points: 15

1. The applicant includes an organizational chart for the BCP that demonstrates the relationship between all positions (including consultants and subcontractors) to be funded through this grant.
2. The applicant provides the name of the person employed in each position on the organizational chart, or notes if the position is vacant.
3. The applicant clearly describes the relationship between staff's responsibilities and the educational and professional experience required for staff positions.
4. The applicant provides position descriptions and resumes for all key staff.
5. The applicant includes the agency's policy for conducting criminal history and child abuse registry checks on staff and volunteers who come into contact with children and youth served or proposed to be served by the agency and describes how that policy is in compliance with State, local, or other applicable laws.
6. The applicant describes a plan to train staff on all required training topics listed in Administrative Activities under Program Requirements. (See *Section IV.2., Project Description.*)
7. The applicant describes a supervision plan that ensures the safety of staff both in the shelter facility and non-residentially, as applicable.
8. The applicant describes a safety protocol that addresses the safety of the youth both in the shelter facility and non-residentially, and meets State and/or local licensing requirements for staff-to-youth ratio.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

1. The applicant includes a realistic and detailed line-item budget for the Federal and non-Federal share of project costs and demonstrates how cost estimates were derived. Calculations include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
2. The applicant demonstrates how the funds requested are reasonable, necessary, and essential to accomplish the scope of services as required by and consistent with the authorizing RHY legislation and FYSB program requirements.
3. The budget clearly delineates any allocation of grant resources to partners; provides narrative budget justification that describes how the categorical costs are derived; and discusses the necessity, reasonableness, and allocation of the proposed costs.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

As required by the RHY Act, priority for funding shall be given to public and private entities with experience in providing services to runaway, homeless, and street youth. Eligible applicants will be assessed on how well they sufficiently demonstrated and substantiated that they have experience in providing services to runaway, homeless and street youth. Applicants will need to address this in *Section V.1 Organizational Profiles II*. The review panel will apply this priority as described in *Section V.1 Organizational Profiles II* by awarding the maximum of 3 possible points allotted for this criteria.

Though not ineligible to receive a new grant, it is FYSB's preference to not award new grants to current BCP grantees that have one or two years remaining in their project periods. It is also FYSB's preference to award one grant to one organization providing services in a defined service area or community. FYSB will make more than one award in a defined services area or community only when there are compelling circumstances to do so.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

FYSB expects that awards will be made by September 28, 2012. Unsuccessful applicants will be notified in writing subsequent to final determination of awards.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that,

"... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225.

The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

Applicants are advised that statutory requirements applicable to grants under this announcement can be found in the Runaway and Homeless Youth Act, 42 U.S.C. §§ 5701 through 5752. Applicants are further advised that regulations implementing certain requirements of the RHY Act can be found at 45 CFR Part 1351.

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective grantees are advised that entities that receive BCP grant funds and that operate a program of distributing sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately

from any expenditure of BCP grant funds (42 U.S.C. § 5752).

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due to ACF on:

January 01 through March 31

April 30

April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

Runaway and Homeless Youth Management Information System (RHYMIS)

Grantees must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly RHYMIS. Recipients of a grant administered through FYSB are required and expected to submit the data via RHYMIS or in an approved format that RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. A RHYMIS hotline/help desk is available at 888-749-6474 and/or at rhymis_help@csc.com.

FYSB will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment (hardware) for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted. (See *Section V.I*, Criteria, "Budget and Budget Justification.") (Note: Existing grantees generally report that their staff has been able to easily train themselves to operate RHYMIS due to its user-friendliness, prompts, help features, and FYSB's technical support service.)

The data collection under RHYMIS is approved under OMB control number 0970-0123, which expires September 30, 2013. Public reporting burden for this collection of information is estimated to average 1 hour per response for the report. This includes the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

VII. Agency Contacts

Program Office Contact

James Winton
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau Headquarters
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: fysb@luxcg.com

Office of Grants Management Contact

Lisa Dammar
ACYF Grants Officer
Office of Grants Management
Administration for Children and Families
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: fysb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information**Reference Websites**

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage
at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov)
http://www.grants.gov/applicants/email_subscription.jsp.

Grants Policy Statement (GPS) - <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>.

Family and Youth Services Bureau - <http://www.acf.hhs.gov/programs/fysb>.

The National Clearinghouse on Families and Youth - <http://ncfy.acf.hhs.gov/>.

Runaway and Homeless Youth Training and Technical Assistance Centers -<http://www.rhyttac.ou.edu>.

FYSB is providing a pre-recorded pre-application webinar for all parties interested in applying for the Basic Center Program. This recording can be found at <http://www.rhyttac.ou.edu> or by contacting the RHY Technical Assistance Center at (800) 806-2711 or rhytechnicalassistance@ou.edu.

The recording and transcript of the pre-application webinar will be posted at http://www.acf.hhs.gov/grants/open/foa/office/acyf_fysb at least 30 days prior to the application due date. It will be available until the closing date of the announcement.

Reference:

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
Certification Regarding Lobbying	<p>Referenced in <i>Section IV.2.</i> of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in <i>Section IV.2.</i> of the announcement. The</p>	<p>Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>

	<p>survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>The survey will not count in the page limitations.</p>	
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	<p>Referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
The Project Description	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is the title for the project narrative that describes the applicant's plan for the project.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
Table of Contents	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
The Project Budget and Budget Justification	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3</i> .

45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	/omb/grants spoc/ as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	<i>Submission Dates and Times.</i>
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the Overview and in <i>Section IV.3. Submission Dates and Times.</i>

Appendices

Appendices

Appendix A

Glossary of Terms and Definitions

AFTERCARE SERVICES - The provision of services to runaway or otherwise homeless youth and their families following the youth's return home or the youth's placement in alternative living arrangements, which assist in alleviating the problems that contributed to his or her running away or being homeless. (45 CFR 1351.1(a))

AREA - A specific neighborhood or section of the locality in which the runaway and homeless youth project is or will be located. (45 CFR 1351.1(b))

BUDGET PERIOD - The intervals of time into which a multi-year period of assistance is divided for budgetary and funding purposes. Budget periods are usually 12-months long but may be shorter or longer, if appropriate. (HHS Grants Policy Statement, I-15)

COORDINATED NETWORKS OF AGENCIES - An association of two or more private agencies, whose purpose is to develop or strengthen services for runaway or otherwise homeless youth and their families. (45 CFR 1351.1(c))

COUNSELING SERVICES - The provision of guidance, support, and advice to runaway or otherwise homeless youth and their families that are designed to alleviate the problems that contributed to the youth's running away or being homeless, to resolve intra-family problems, to reunite such youth with their families, whenever appropriate, and to help them decide upon a future course of action. (45 CFR 1351.1(d))

DEMONSTRABLY FREQUENTED BY OR REACHABLE - Located in an area in which runaway or otherwise homeless youth congregate, or an area accessible to such youth by public transportation, or by the provision of transportation by the runaway and homeless youth project itself. (45 CFR 1351.1(e))

DRUG ABUSE EDUCATION AND PREVENTION SERVICES - Services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth, and may include individual, family,

group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training related to the illicit use of drugs by runaway and homeless youth for individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth. (Section 387(1) of the RHY Act, 42 U.S.C. § 5732a(1))

EVIDENCED-BASED PRACTICES - Brings together the best available research, professional expertise, and input from youth and families to identify and deliver services that have been demonstrated to achieve positive outcomes for youth, families, and communities. (For purposes of this announcement.)

HOMELESS YOUTH - An individual (A) who is (i) less than 21 years of age, or in the case of a youth seeking shelter in a center under Part A of the Runaway and Homeless Youth Act, less than 18 years of age or is less than a higher maximum age if the State where the center is located has an applicable State or local law (including a regulation) that permits such higher maximum age in compliance with licensure requirements for child- and youth-serving facilities; and (ii) for the purposes of Part B, not less than 16 years of age and either (I) less than 22 years of age; or (II) not less than 22 years of age as of the expiration of the maximum period of stay permitted under section 322(a)(2) if such individual commences such stay before reaching 22 years of age; (B) for whom it is not possible to live in a safe environment with a relative; and (C) who has no other safe alternative living arrangement. (Section 387(3) RHY Act, 42 U.S.C. § 5742a(3))

JUVENILE JUSTICE SYSTEM - Agencies such as, but not limited to, juvenile courts, law enforcement, probation, parole, correctional institutions, training schools, and detention facilities. (45 CFR 1351.1(g))

KEY STAFF - Primary staff responsible for service delivery and oversight of the basic center project. (For purposes of this announcement.)

LAW ENFORCEMENT STRUCTURE - Any police activity or agency with legal responsibility for enforcing a criminal code, including police departments and sheriffs' offices. (45 CFR 1351.1(h))

MILIEU - The daily living environment of residential care. (For purposes of this announcement.)

PERMANENT CONNECTIONS - Youth have a stable living situation that they do not fear losing or having to leave. They have solid, healthy relationships and connections with family (whether biological or not), friends, mentors and other significant people to whom they can turn in good times and bad. (For purposes of this announcement.)

PROJECT PERIOD - The total time stated in the Notice of Grant Award (including any amendments) for which Federal support is recommended. The period will consist of one or more budget periods. It does not constitute a commitment by the Federal Government to fund the entire period. (HHS Grants Policy Statement, I-15)

PROTECTIVE FACTORS - The positive influences that reduce the effects of stressful life events on young people, increase their ability to make good decisions, and promote the social and emotional competence that will help them thrive now and in the future. (For purposes of this announcement.)

RUNAWAY AND HOMELESS YOUTH PROJECT - A locally controlled human service program facility outside the law enforcement structure and the juvenile justice system that provides temporary shelter, directly or through other facilities, counseling, and aftercare services to runaway or otherwise homeless youth. (45 CFR 1351.1(j))

RUNAWAY YOUTH - An individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. (Section 387(4) of the RHY Act, 42 U.S.C. § 5732a(4))

SAFETY - Youth are able to live free from violence, abuse, neglect, harassment, stalking, exploitation and fear. This sense of safety is physical, emotional, and mental. Youth feel supported and protected from harm in relationships and in social settings. (For purposes of this announcement.)

SELF-SUFFICIENCY - Youth have the skills, or are learning the skills, to live independently, support and take care of themselves, get and stay employed, manage their finances, further their educations, support and take care of a family (now or in the future), contribute to their communities, and plan for the future. (For purposes of this announcement.)

STAFFING PLAN - Documentation that includes: 1) a description of the positions proposed for the project, including roles, responsibilities, a proposed work schedule that meets the needs of runaway and homeless youth, and percentage of FTE; 2) the resumes of personnel proposed to fill those positions or an indication that hiring would be needed; 3) a supervisory structure that allows for adequate oversight to guarantee the safety of staff and youth. (For purposes of this announcement.)

STREET-BASED SERVICES - Services provided to runaway and homeless youth, and street youth in areas where they congregate. These services are designed to assist such youth in making healthy personal choices regarding where they live and how they behave. This may include identification of and outreach to runaway and homeless and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; as well as advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault. (Section 387(5) of the RHY Act, 42 U.S.C. § 5732a(5))

STREET YOUTH - An individual who is a runaway youth or indefinitely or intermittently a homeless youth, and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse. (Section 387(6) of the RHY Act, 42 U.S.C. § 5732a(6))

TECHNICAL ASSISTANCE - The provision of expertise and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services. (45 CFR 1351.1(h))

WELL-BEING - Youth enjoy general good health and have access to treatment and care when they need it. Beyond physical health, they have satisfactory life circumstances such as stable living arrangements, enriching educational experiences, job satisfaction, mental health stability, and social connectedness. (For purposes of this announcement.)

Appendix B
BASIC CENTER PROGRAM FISCAL YEAR 2012
ALLOCATION BY STATE

	CONTINUATIONS	NEW AWARD	TOTALS
REGION I			
Connecticut	\$527,074	\$0	\$527,074
Maine	\$95,621	\$104,379	\$200,000
Massachusetts	\$435,716	\$422,254	\$857,970
New Hampshire	\$200,000	\$0	\$200,000
Rhode Island	\$0	\$200,000	\$200,000
Vermont	\$200,000	\$0	\$200,000
Region I Total	1,458,411	\$726,633	\$2,185,044

REGION II

New Jersey	\$760,326	\$502,397	\$1,262,723
New York	\$2,007,604	\$682,744	\$2,690,348
Puerto Rico	\$0	\$515,483	\$515,483
Virgin Islands	\$0	\$70,000	\$70,000
Region II Total	\$2,767,930	\$1,770,624	\$4,538,554

REGION III

Delaware	\$82,287	\$117,713	\$200,000
District of Columbia	\$340,580	\$0	\$340,580
Maryland	\$398,319	\$417,871	\$816,190
Pennsylvania	\$1,148,817	\$571,756	\$1,720,573
Virginia	\$660,000	\$470,900	\$1,130,900
West Virginia	\$254,297	\$0	\$254,297
Region III Total	\$2,884,300	\$1,578,240	\$4,462,540

REGION IV

Alabama	\$394,366	\$295,551	\$689,917
Florida	\$2,126,378	\$392,885	\$2,519,263
Georgia	\$1,381,882	\$192,946	\$1,574,828
Kentucky	\$199,997	\$406,150	\$606,147
Mississippi	\$150,000	\$297,777	\$447,777
North Carolina	\$895,661	\$505,549	\$1,401,210
South Carolina	\$349,828	\$291,379	\$641,207
Tennessee	\$633,517	\$290,336	\$923,853
Region IV Total	\$6,131,629	\$2,672,573	\$8,804,202

REGION V

Illinois	\$1,488,558	\$461,953	\$1,950,511
Indiana	\$686,367	\$307,421	\$993,788
Michigan	\$1,408,371	\$0	\$1,408,371
Minnesota	\$686,077	\$122,648	\$808,725
Ohio	\$1,064,303	\$611,873	\$1,676,176
Wisconsin	\$552,055	\$273,465	\$825,520
Region V Total	\$5,885,731	\$1,777,360	\$7,663,091

REGION VI

Arkansas	\$200,000	\$228,157	\$428,157
Louisiana	\$319,798	\$353,621	\$673,419
New Mexico	\$594,499	\$0	\$594,499
Oklahoma	\$570,254	\$0	\$570,254
Texas	\$2,718,056	\$1,501,314	\$4,219,370
Region VI Total	\$4,402,607	\$2,083,092	\$6,485,699

Region VII

Iowa	\$279,418	\$166,957	\$446,375
Kansas	\$267,023	\$177,379	\$444,402
Missouri	\$494,678	\$373,536	\$868,214
Nebraska	\$274,250	\$0	\$274,250
Region VII Total	\$1,315,369	\$717,872	\$2,033,241

REGION VIII

Colorado	\$479,953	\$272,596	\$752,549
Montana	\$132,484	\$67,516	\$200,000
North Dakota	\$100,000	\$100,000	\$200,000
South Dakota	\$89,063	\$100,937	\$200,000
Utah	\$349,794	\$185,997	\$535,791
Wyoming	\$200,000	\$0	\$200,000
Region VIII Total	\$1,351,294	\$727,046	\$2,078,340

REGION IX

American Samoa	\$0	\$70,000	\$70,000
Arizona	\$734,918	\$276,067	\$1,010,985
California	\$4,781,702	\$1,052,031	\$5,833,733
Guam	\$70,000	\$0	\$70,000
Hawaii	\$0	\$200,000	\$200,000
North Marianas	\$0	\$70,000	\$70,000
Nevada	\$221,162	\$182,821	\$403,983
Region IX Total	\$5,807,782	\$1,850,919	\$7,658,701

REGION X

Alaska	\$200,000	\$0	\$200,000
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Idaho	\$266,342	\$0	\$266,342
Oregon	\$804,149	\$0	\$804,149
Washington	\$813,614	\$178,884	\$992,498
Region X Total	\$2,084,105	\$178,884	\$2,262,989
FY 2012 BCP TOTALS	\$34,089,158	\$14,083,243	\$48,172,401

Appendix C

Sample Chart of Matching Fund Amounts

Federal Amount	Non Federal Share	Total Project Cost for 12-month period
\$25,000	\$2,778	\$27,778
\$50,000	\$5,556	\$55,556
\$75,000	\$8,333	\$83,333
\$100,000	\$11,111	\$111,111
\$125,000	\$13,889	\$138,889
\$150,000	\$16,667	\$166,667
\$175,000	\$19,444	\$194,444
\$200,000	\$22,222	\$222,222